



Maidstone Grammar School for Girls

Non sibi sed omnibus

Examinations Officer

Kent Salaries KSF £28,112 per annum

8am-4.00pm Monday-Thursday and Friday 8am-3.30pm

Full-time, 37 hours per week term-time plus 3 weeks, including A Level & GCSE Results Days

We are seeking an Examinations Officer to oversee the smooth running of our school's examinations. This is a critical role that demands accuracy and organisation. While previous experience in a school setting is an advantage, the role's focus on logistics and organisation means that if you have a sharp eye for detail and the confidence to lead a team, we would welcome your application.

The successful candidate will be responsible for the school's public and internal examinations. The job requires a high level of accuracy, and the ability to communicate effectively with staff, students and external agencies, along with the ability to manage team members; the part-time Examinations Administrator and the casual Examination Invigilation Team.

The postholder is required to work for 41 weeks per year and will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#).

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Closing Date: 8am on 28th January 2026

Interviews: 2nd February 2026

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.

For more information please see our [Safeguarding Policy](#).

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as



“spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

A forward-thinking community with a tradition of excellence